

CONFIDENTIAL

13 September 1951

Report from Room 220, week of 10-14 September

To:

From:

25X1A9a

1. Registration for new clerical refresher course.

4 in English Usage

7 in Shorthand I

8 in Shorthand II

9 in Typing I

Individual tutoring in shorthand, accounting, typing
filing, Correspondence Manual.

2. Continued visiting of classes in Pool and at Alcott.
3. Preparation and distribution of training evaluation sheets
for last UTG/A Russian class.

4. Clearing of channels between offices of Personnel and
Registrar's office.

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5. Conference with Capt. [REDACTED] and Mr. [REDACTED] in regard to
possible required orientation for all clerical employees.

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6. Daily maintenance of folders and files in Registrar's
office.

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17-9-89
Same
3d(3)

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JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 25 NO CHANGE
IN CLASS _____ CLASS _____ CHANGED TO IS NO. EXT. JUST. 22
NEXT REVIEW 89 YD 17979 ASSEMBLED BY DOC. 03
NO. FOR L. ORIGIN DATE _____ GAC COMP. 2 CH 11 ORG CLASS 4
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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